

DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NO. 603

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Boards and Commissions

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
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1. GENERAL ACCOUNTING RECORDS

Size: Varied  
File Arrangement: Chronological  
Audit: State and Federal (if Federal funds are involved)

This record series includes all standard State accounting forms and general accounting records which provide supporting data for permanent general ledgers and other books of final entry.

Revision of the forms identified below will not normally require any change in the retention schedule. If other scope or contents of a record series is changed, the retention schedule should be revised to reflect such changes.

All or some of the following records are found in State agencies:

Comptroller of the Treasury

Memorandum of Adjustment  
Distribution of Charges  
Transmittal  
Certificate of Deposit and Bank Deposit Slip  
Monthly report of State Funds Collected and Deposited  
Distribution of Unexpended and Obligated Balances  
Monthly Statement of Balances  
Transmittals\*  
Warrants, Paying and Receiving\*

\*State Treasurer's copies are the record copies for all State agencies.

Schedule approved by Department, Agency or Division Representative

Evelyn M. Stern  
Signature

Constance L. Boudreau  
Title

3/6/74  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3/14/74  
Date

Margaret L. Rader  
Archivist

3/20/74  
Date

Richard H. Hubert  
Secretary

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Department of Health & Mental Hygiene  
Boards and Commissions

Item No.	Description and Retention
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Purchasing Bureau

Requisition for Supplies (also Agency Interoffice Requisitions)  
Purchase Order  
Out-of-Schedule Requisition for Supplies  
Stores Requisition  
Copy of Contract Awarded  
Actual Emergency and Repairs Report  
Notice of Award of Contract  
Report of Partial Delivery  
Credit Memorandum

Budget Bureau

Budget Schedule Amendment  
Report of Fixed Assets  
Report of Materials and Supplies  
Materials and Supplies Physical Inventory  
Budget Estimates  
Request for Position Action

Miscellaneous Accounting

Paid Bonds  
Paid Bills and Invoices  
Receipt Copies and Stubs  
Bank Books, Statements, and Deposit Receipts  
Cancelled Checks, Check Copies and Check Stubs  
Reconciliation and Trial Balance Sheets  
Budget Papers and Work Sheets  
Requisitions and Purchase Orders  
Delivery Orders and Receipts  
Receiving Reports  
Daily and Monthly Time Sheets  
Gas Withdrawal Tickets and Mileage Reports  
Stock Record Card  
Memorandum Receipt and Property Condemnation Report  
Delivery Order and Receipt  
Periodic Financial Reports to Local and State Agencies  
Withholding Tax Forms and Statements (Local, State and Federal)  
Renewable Licenses

Payroll Accounting

Payroll and Check Register\*  
Payroll Exceptions Time Report\*  
Payroll Warrants\*  
Payroll Transmittals\*

\*State Treasurer's copies are the  
record copies for all State Agencies.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Nonrecord material includes tab cards, memoranda used for intermediate accounting, extra copies of papers and records kept for convenience of reference, and printed or mimeographed material.

RECOMMENDATION:

- A. RETAIN ALL EXCEPT NONRECORD MATERIAL THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.
  
- B. DESTROY ALL NONRECORD MATERIAL WHEN NO LONGER REQUIRED.